



## **Request for Proposals: 2004 Long Island Sound Futures Fund**

The National Fish and Wildlife Foundation, in cooperation with the Long Island Sound Study (LISS), are pleased to announce a *Request for Proposals* for approximately \$1 million in new funds under the *2004 Long Island Sound Futures Fund (Sound Futures Fund)*.

The purpose of the *Sound Futures Fund* is to support projects that restore and protect the health and living resources of Long Island Sound. The vision for a sound future is comprised of clean water, abundant wildlife, and flourishing fisheries; of extensive coastal habitat, plentiful recreational access to beaches and preserves; and a regional consciousness and way of life that protects and sustains the resources of the sound. The aim of the *Sound Futures Fund* is to engage the people of New York and Connecticut who live within the reaches of the sound in community-based stewardship of this estuary of national significance.

The *Sound Futures Fund* seeks to:

- Stimulate restoration of important habitats;
- Encourage locally-based projects that improve water quality and protect water resources;
- Support communities in developing and implementing watershed management plans;
- Encourage environmentally sensitive development and land-use planning;
- Develop the capacity of state and local government, citizens groups, educational, and other organizations to promote community based stewardship;
- Increase public access to water and open space;
- Provide opportunities for direct educational experiences with the sound; and
- Promote a greater understanding of the estuary and the interrelationship between the health of the sound and the condition of local watersheds.

The National Fish and Wildlife Foundation administers the program in cooperation with the LISS partner agencies, including the U.S. Environmental Protection Agency (EPA), U.S. Fish and Wildlife Service (FWS), the National Oceanic and Atmospheric Administration (NOAA), the New York State Department of Environmental Conservation, and the Connecticut Department of Environmental Protection. The agencies identify funding priorities, review applications, and provide technical assistance as appropriate to applicants and grantees. Major funding support for this program is provided by EPA, FWS, and NOAA. Funds are also expected from other federal and nonfederal sources.

### **The Long Island Sound Study**

The Long Island Sound Study is a cooperative effort involving researchers, regulators, user groups and other concerned organizations and individuals. These stakeholders are working together to protect and improve the health of the sound by implementing the Sound's [\*Comprehensive Conservation and Management Plan \(CCMP\)\*](#). A paper copy of the CCMP is available upon request from the EPA Long Island Sound Office, 888 Washington Boulevard, Stamford, CT 06904-2152, 203/977-1541. In

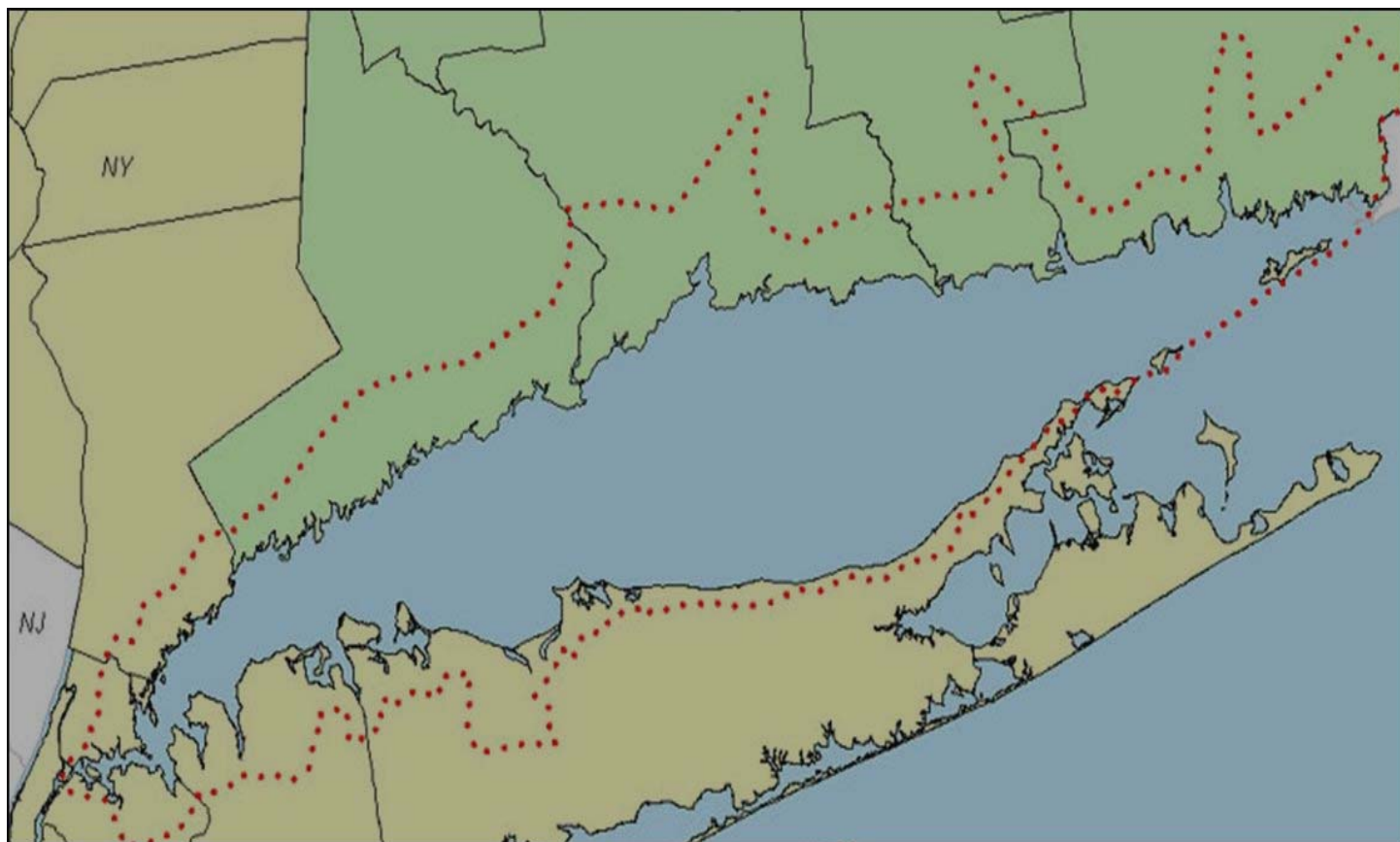
addition, specific targets and milestones for implementing the *CCMP* are contained in the [Long Island Sound 2003 Agreement](#).

### **Grant Guidelines**

Grants range between \$10,000 and \$75,000, with larger amounts awarded to projects that directly address action items of the *CCMP* for the Long Island Sound (e.g., wetlands restoration, local watershed planning) or that otherwise demonstrate innovative approaches towards improving the ecological health of the estuary. The following guidelines will be used by a team of state and federal agency experts to evaluate proposals requesting support under the *Sound Futures Fund*. After applications are screened for completeness, applicants may be contacted by reviewers if additional information or clarification of submitted materials is required.

### **1. Geographic Focus**

In general, proposals must be for projects within the coastal area boundary established by the Long Island Sound Study (e.g. the Long Island Sound and its coastal watersheds) as shown in *Figure 1*. This includes the coastal portions of New York City and the counties of Westchester, Nassau, and Suffolk in New York that drain to Long Island Sound, and the coastal area of Connecticut. Proposals for watershed protection, stormwater management, and nonpoint source control projects may be in any portion of Westchester County that drains to Long Island Sound, and all of Connecticut, with a special focus on portions of the major drainages (i.e., Connecticut, Housatonic, Quinnipiac, Thames Rivers) emptying into the sound.



**Figure 1: Map of coastal area boundary established by LISS.**

## 2. Eligible Applicants

Public or nonprofit private agencies, institutions, and organizations, state or local governments (i.e., departments, counties, townships, cities, villages, boroughs, conservation districts, planning districts, utility districts, or other units of local government); and interstate entities, or regional water pollution control agencies are eligible for funding. State agencies are encouraged to involve local government or nonprofits in their projects.

## 3. Small Grants and Scientific Research

Organizations seeking less than \$10,000 are encouraged to review guidelines for the [LISS Small Grants Program](#). Proposals for research projects will not be accepted under the *Sound Futures Fund*. Those interested in research should consider applying to the [Long Island Sound Research Grant Program](#).

## 4. Eligible Activities

Projects that implement actions to protect and restore Long Island Sound consistent with the *CCMP*, and the specific priorities listed below are eligible for funding through the *Sound Futures Fund*.

*Preference will be given to projects that include:*

- measurable ecological or environmental benefits resulting from completion of the project;
- specific provisions for long-term management and protection, as appropriate;
- education, training, and public outreach components to enhance the benefits of the project; and
- activities consistent with the goals of established state and federal resource conservation plans.

*Projects should address one or more of the following:*

Restoration and management of coastal habitats consistent with the priorities identified in the LISS Habitat Restoration Initiative. Projects can include, but are not limited to, sites identified by the [Habitat Restoration Initiative](#). Habitat types of special interest include: coastal and island forests, tidal wetlands, freshwater wetlands, riverine migratory corridors, coastal grasslands, coastal barriers, beaches, and dunes. Follow the link to [a map of current and potential restoration sites](#) compiled by the Initiative. Go to the University of Connecticut's ["Focus on the Coast"](#) for mapping information for wetlands, submerged aquatic vegetation and anadromous fish corridors.

- Projects to support the implementation of the [LISS Stewardship Initiative](#). The goals of the initiative are to identify, protect, and enhance areas with important ecological, recreational, or public access values. Projects in the following categories are sought: 1) stewardship of sites with significant ecological, scientific, or public access values (*no funding directly for fee title or easement acquisition, however, funding is available to support the administrative costs of acquisition*); 2) management plans for sites with significant ecological, scientific or public access values; 3) case studies to serve as models implementing stewardship actions. For example, a case study would identify important issues, threats and challenges and opportunities for action within a Stewardship site complex. A study may also include a public participation process for municipalities, local land trusts, environmental organizations, and business and industry groups.
- Nonpoint source pollution control projects (i.e. stormwater management, agricultural and urban polluted runoff) in areas most affected by runoff in terms of the impacts to swimming, shellfishing, and the health of living resources. Preferred projects also include those using conservation Best Management Practices (BMPs) that improve and protect water resources and water quality, and reduce pollutant loadings into the sound. Such projects might include raingardens, green roofs, improving municipal roadway maintenance practices; practices to reduce fertilizer, pesticide and herbicide use on public and private lands near waterways (e.g.

municipal golf courses or playing fields); assessments of current municipal nonpoint pollution management practices; use of low impact development techniques or standards, helping to develop subdivision and site plan codes, and incorporating regulations that integrate conservation BMPs in design and construction of municipal and private projects along waterways; and BMPs for marinas. Projects may also involve developing municipal projects that require periodic pumpouts and inspection of septic systems. Projects should be compatible with the load allocation goals of the [Long Island Sound TMDL for Dissolved Oxygen](#) and existing state and federal nonpoint and stormwater management programs.

- Watershed planning and management, including efforts to support and educate municipalities in watershed planning and management, development of project designs and implementation of projects identified in watershed and management plans, and development of new watershed management plans.
- Species conservation, critical habitat monitoring and management, and programs to protect and restore populations, including endangered, threatened or at-risk coastal plants and animals (e.g. fish, shellfish, seaweeds, birds, sea turtles, and marine mammals).
- Control and management of invasive and nuisance species including marine plants and marine animal species.
- Citizen water quality monitoring. Projects that seek funding for just citizen monitoring activities are less competitive than projects combining citizen monitoring with other priority activities such as habitat restoration or watershed planning. A quality assurance project plan (QAPP) is required for all project related monitoring and data gathering within funded projects. The QAPP must be approved by the EPA prior to starting work. Because a QAPP may require a significant time investment to prepare, applicants should carefully review QAPP guidance, and consider the cost of developing a QAPP when developing a project budget. Follow the link for guidance about [QAPPs](#).
- Educational programs promoting a greater understanding of Long Island Sound (e.g. curriculum development and delivery, direct experiential or hands-on elements are preferred).

## **5. Other Factors**

The following factors will be considered by the reviewers when ranking proposals.

- Projects are technically sound and carried out by qualified organizations.
- Projects have a clear Statement of Work (e.g. methods, evaluation, dissemination, partnerships etc.).
- The proposed methods are adequate to achieve the project objectives.
- The proposed project period is sufficient to achieve the expected outcomes. Projects must be completed within one year upon receipt of grant award; however, projects may be a discrete part of a multi-year planning, habitat restoration or water quality improvement project so long as there are definable outcomes for the proposed phase of the overall effort.
- The projected budget is reasonable for the proposed Statement of Work.
- Project demonstrates broad partnerships, in particular show strong community and/or local government support.
- Support/contributions of project partners (including local, state and federal agency partners) are documented.

- If applicable, documentation exists that the project expects to receive or has received all necessary permits and clearances (e.g., ESA, state and local permits).
- Proposals will be reviewed by NOAA for National Environmental Policy Act (NEPA) compliance and must comply with NEPA before the Foundation will release funds. Accordingly, applicants should provide detailed information on the activities to be conducted such as locations, sites, species and habitat to be affected, possible construction activities, and any environmental concerns that may exist (e.g., the use and disposal of hazardous or toxic chemicals, introduction of non-indigenous species, impacts to endangered and threatened species, the presence of historic structures) in order for NOAA to make a NEPA determination on each proposal. If NOAA determines an assessment is required, successful applicants will be required to cooperate with the agency to identify and implement feasible measures to reduce or avoid any identified adverse environmental impacts of their project. For additional information on NEPA, please [click here](#).

## 6. Matching Contributions

The Foundation refers to non-federal contributions of cash or in-kind goods and services contributions as "matching contributions." Matching contributions *are not* required for this program. However, preference will be given to projects that leverage the grant award with contributions of funds, goods, and/or services from project partners. To be eligible, matching contributions must be:

- Non-federal in origin (federally appropriated or managed funds are ineligible e.g., Pittman-Robertson, Dingell-Johnson, Intermodal Surface Transportation Efficiency Act);
- Raised and dedicated specifically for the project;
- Voluntary in nature (mitigation, restitution, or other permit or court-ordered settlements are ineligible);
- Applied only to the Foundation's grant to your organization and not used for other federal matching programs; and
- The cost of recent land acquisitions can also qualify as match for a project involving work at that site.
- Over-head or in-direct costs do not qualify as match.

If you have any questions about what may count as matching funds, please contact the Foundation directly. See the application form (RFP link sends applicants to form) for additional details.

## 7. Restrictions

Grant funds *cannot* be used for political advocacy, lobbying, litigation or mitigation projects, general administrative overhead or indirect expenses, clothing, food, fundraising, and equipment purchases not related to the direct completion of the project.

## 8. Timeline

- **Applications must be postmarked by December 3, 2004.**
- **Award notification will be made around April 1, 2005.\***

*\* Please do not contact the Foundation or the LISS regarding the status of your proposal until after the award announcement date.*

If your proposal is selected, the grant period may begin any time from your original date of application e.g., December 3, 2004.



## 9. Who may I contact with questions?

*For questions regarding application procedures and eligibility please contact:*

Lynn Dwyer  
Assistant Director  
Eastern Region  
National Fish and Wildlife Foundation  
40 West 4th Street, #102  
Patchogue, NY 11772  
Phone: 631/312-4793  
[Lynn.Dwyer@nfwf.org](mailto:Lynn.Dwyer@nfwf.org)

Lauren Brohawn  
Program Administrator  
National Fish and Wildlife Foundation  
1120 Connecticut Avenue, Suite 900  
Washington, DC 20036  
202/857-0166  
[Lauren.Brohawn@nfwf.org](mailto:Lauren.Brohawn@nfwf.org)

*For questions regarding the Long Island Sound Study please contact:*

EPA Long Island Sound Office  
Government Center, Suite 6-5  
888 Washington Blvd.  
Stamford, CT 06904-2152  
Phone: 203/977-1541  
Fax: 203/977-1546

## 10. Submission

A complete application package should include the following:

- A completed and signed original [application form](#).
- A proposal narrative not to exceed 7 pages (see the application form for details).
- A map indicating the location of the project (e.g., USGS quadrangle map).
- Letters documenting committed partner contributions.
- Additional materials as appropriate (e.g., letters of support, figures, photos).
- Quality Assurance narrative statement for projects that include monitoring or data collection.

Please include **two copies** of the application and proposal narrative along with the original application package. **Applications must be postmarked no later than December 3, 2004**, and should be sent to:

Long Island Sound Futures Fund  
National Fish and Wildlife Foundation  
1120 Connecticut Avenue, NW, Suite 900  
Washington, DC 20036

## General Procedures for Recipients

After project selection, Foundation staff will prepare grant agreements and other necessary paperwork. Additional information about the recipient's organization and its finances will be solicited during this time (e.g., IRS determination letter, most recent tax return). Please note that preparation of grant agreements will take approximately 8 weeks after receipt of the additional information by the Foundation. However, the Foundation will work with grant recipients on a case-by-case basis to expedite grant awards as necessary. Please contact the Foundation if you have an immediate need for the funds. Recipients will be expected to submit interim and final financial and programmatic reports. Recipients must also include 35mm slides or digital images that depict the accomplishments of the project made under this grant. Additional information on the grant process will be provided to successful applicants after project selection.



*For technical assistance:*

**Long Island Sound Futures Fund State and Federal Agency Partners**

*Our federal and state agency partners are available to provide technical assistance to prospective applicants.*

<p><b>Connecticut</b> Mark Parker CT Department of Environmental Protection 860/424-3276 <a href="mailto:mark.parker@po.state.ct.us">mark.parker@po.state.ct.us</a></p> <p><b>New York</b> Rick D’Amico NYS Department of Environmental Conservation 631/444-0467 <a href="mailto:radamico@gw.dec.state.ny.us">radamico@gw.dec.state.ny.us</a></p>	<p><b>U.S. Fish and Wildlife Service</b> Don Henne 401/364-9124 <a href="mailto:don_henne@fws.gov">don_henne@fws.gov</a></p> <p><b>National Oceanic and Atmospheric Administration</b> Craig Wolcott 732/872-3069 <a href="mailto:Craig.Woolcott@noaa.gov">Craig.Woolcott@noaa.gov</a></p>
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**National Fish and Wildlife Foundation  
Long Island Sound Futures Fund  
Application for Funds**  
**Applications must be postmarked no later than December 3, 2004**

*Incomplete applications will not be considered.*

**I. APPLICANT INFORMATION**

Organization (intended recipient): \_\_\_\_\_  
Street: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Home Page: \_\_\_\_\_  
Congressional District: \_\_\_\_\_  
Organization Type: \_\_\_\_\_  
(non-profit organization or local government agency)

Project Officer:	_____	Financial Officer:	_____
Telephone:	_____	Telephone:	_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____

Tax Status: \_\_\_\_\_ Tax ID#: \_\_\_\_\_ Fiscal Year End (MM/DD): \_\_\_\_/\_\_\_\_  
(e.g., 501(c)(3), university, etc.) (as assigned by IRS)

## II. PROJECT INFORMATION

Project Name: \_\_\_\_\_

Location(s) of Project:      City: \_\_\_\_\_  
   State: \_\_\_\_\_  
   Country: \_\_\_\_\_  
   U.S. Congressional District(s): \_\_\_\_\_

Dates:                              Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_  
   Application Submission Date: \_\_\_\_\_

## III. GRANT REQUEST

**NFWF FUNDS REQUESTED:** \$ \_\_\_\_\_ (in U.S. dollars, rounded to the nearest hundred)

## MATCHING CONTRIBUTIONS

Amount to be contributed to match NFWF Funds:      \$ \_\_\_\_\_

Source	Status (received/applied for)	Amount:
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_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**TOTAL PROJECT BUDGET (NFWF + MATCH):** \$ \_\_\_\_\_

#### **IV. PROPOSAL NARRATIVE:**

**Address each line item below in your proposal narrative. Clearly identify each item in a separate section. Total narrative length is not to exceed seven pages of single-spaced text (12 point font).**

##### *I. Project Abstract:*

- A.) Project description - provide a 2-3 sentence description of the project
- B.) Final product(s) - identify specific outcomes expected of the project (e.g., # of acres of wetlands restored, linear feet of forest buffer established, target audience reached through education or outreach programs)

##### *II. Proposal:*

A.) Project need - describe the specific watershed management, water quality or living resource need(s) the project will address and its impact on local communities.

B.) Objectives - provide a bulleted or numbered list of the project's specific objectives.

C.) Overall context:

- describe how the project addresses the RFP priorities;
- describe how this project relates to a local or regional watershed initiative or plan;
- indicate whether this project is a continuation or expansion of an existing project and provide information on the status and results/outcome of the previous work

D.) Methodology:

- describe in detail the project's methodology, including provisions for long-term (i.e. ten years) management and protection;
- indicate the anticipated timetable for implementation;
- describe your organization's experience in conducting similar types of projects (*please indicate if this is your organization's first project of this type*).

- E.) Evaluation - describe the strategy for monitoring and evaluating program results, including how success will be defined and measured.
- F.) Dissemination - describe how the results of the project will be communicated to appropriate audience
- G.) Partner Justification and Community Involvement
- describe the strength, qualifications and nature of the contribution of your organization and other collaborating organizations;
  - describe how the project will involve the local community(s);
  - indicate whether the proposed project has been reviewed by or otherwise involves the participation of appropriate local, state or federal authorities.
- H.) Document all necessary clearances or permits required for conducting the project.
- I.) Document any insurance coverage needed for citizen participation or involvement in the project.

## V. PROJECT BUDGET AND PHASING:

### A.) Budget Guidelines

Budget requests must conform to the following budget categories that specifically describe direct project expenses, not general project activities. **Please note that funds CANNOT be used for general administrative overhead or indirect costs of any kind.**

<b><u>Budget Category</u></b>	
<b>Salaries and Benefits</b>	
Salaries	List each position with the annual rate and percentage of time to be spent on the project. Include only those who are employed by the applicant/recipient (see Contractual Services for employees of other organizations). The Foundation cannot pay for the salaries of permanent federal employees but can consider paying for seasonal labor.
Benefits	Indicate what rate is used and what items are included.
<b>Equipment</b>	
Equipment	List each item of tangible, nonexpendable personal property that has a useful life of more than one year and a <b>unit cost of more than \$5,000</b> and its unit cost.
<b>Other</b>	
Contractual Services	List each service being contracted and its cost, including a justification for the requested level of funding. Please note that federal law requires a competitive bid process. Otherwise, justify a sole source bid.
Supplies/Materials	List each type of item being purchased with the number of items of that type and the per-unit cost.
Printing	List each type of item being printed with the number of items of that type and the per-unit cost.
Travel	Indicate the number of trips, number of travelers, mode of transportation, and rates (see <a href="http://www.gsa.gov/travelpolicy">http://www.gsa.gov/travelpolicy</a> ).
	List other direct project expenses per line item (e.g., postage, long distance phone charges).

**B.) Budget Form**

**Please develop a line-item budget that breaks all expenses out into their respective categories i.e. type of item, # of items, and per-unit cost.** Use U.S. dollars (rounded to the nearest hundred) for all amounts listed below. **NOTE:** List only financial line items under the column "Budget Category." Contributed goods and services should be included under Matching Contributions based on the estimated dollar value of the contribution.

<b>Budget Category</b>	<b>Justification</b>	<b>Funds Requested from NFWF</b>	<b>Anticipated Matching Contributions</b>	<b>Total</b>
<i>Example: Supplies</i>	<i>1500 native tree seedlings \$1/plant for restoration</i>	<i>e.g. \$1,000</i>	<i>e.g. \$500</i>	<i>e.g. \$1,500</i>

*If this space is not adequate, please use the same format on a separate sheet of paper.*



### C.) Project Phasing

In order to facilitate timely payment of funds to successful applicants, projects need to be organized into Project Phases. A Project Phase is comprised of individual activities that will be accomplished in a specific time period to meet the overall project purpose. Projects should typically be organized into one to four Project Phases that are defined by observable milestones in the project timeline.

Please fill in the Project Phasing format below. Each Project Phase needs to have its own budget (using the simplified budget categories shown below), including associated Partner Contributions and a Scope of Work identifying activities and measurable results. When developing Project Phases, consider imminent Project expenses (i.e., immediate cash needs to cover work proposed for that phase) and the timing of Project activities (i.e., points where Project success can be measured). Payments will typically be made in advance of each Project Phase; however, the final payment will typically be made in arrears to ensure all final financial and programmatic reports have been submitted. Some Projects may cover only a single phase such as is often the case in an acquisition.

**NOTE:** This information is **NOT** used to evaluate your grant. It is collected to make it easier to prepare agreements with National Fish and Wildlife Foundation if the project is awarded a grant.

Project Phase 1: (Write a brief Scope of Work for the phase)		<b>Budget Category</b>	<b>NFWF Funds</b>
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Partner Contributions for Phase 1:		<b>TOTAL</b>	

Project Phase X: (Write a brief Scope of Work for the phase)		<b>Budget Category</b>	<b>NFWF Funds</b>
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Partner Contributions for Phase X:		<b>TOTAL</b>	

Final Project Phase: (Write a brief Scope of Work)	Please note: payment for this Phase may serve as a Holdback until receipt of final reports and may be disbursed in arrears.	<b>Budget Category</b>	<b>NFWF Funds</b>
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Partner Contributions for Final Phase:		<b>TOTAL</b>	

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<b>NFWF PROJECT TOTAL</b>	
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**SIGNATURE OF APPLICANT**

*(An original signature page must be received with this application)*

*I certify that the above information is true and accurate.*

\_\_\_\_\_  
*Signature of Executive Director or Project Officer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name, Title*